

REGISTRATION FORM for DANSPACE

473 Hudson St. Oakland CA 94618
info@danspace.com (510)420-0920



Please complete one registration form for each child and return the form with your deposit of \$100 or full payment. Registration without the deposit will not be processed. You will be notified only if there is NOT space in the class. We do not accept credit cards at this time.

If you are enrolling in the middle of a semester, please email for your pro-rated tuition, Your tuition due will be based on the number of classes remaining in the semester. You will be invoiced for the balance due according to your start date.

Children will not be permitted to attend class without a completed registration and deposit.

MAIL TO: Danspace 473 Hudson Street, Oakland, CA 94618

PLEASE PRINT CAREFULLY

Student's Name _____ Birth ____/____/____ Male__ Female__
 Month Day Year

1. Parent's Name _____

Address _____

City _____ Zip Code _____

Bill me at this address

Phone (H) _____ (W) _____ (C) _____

Email: _____

Danspace communicates primarily via email. If you give us your email address it will be added to our mailing list. The emails we send are sent only from the studio regarding studio/class information and updates. We do not sell or give your email to outside groups.

2. Parent's Name _____

Address _____

City _____ Zip Code _____

Bill me at this address

Phone (H) _____ (W) _____ (C) _____

Email: _____

Emergency Contact (other than listed above) _____

Phone # _____ Relationship _____

Student Information:

Cell Phone: _____

Email: _____

Class Level _____ Day _____ Time _____

Refund Policy: During the school year you have three classes to decide if the class is suitable. If you decide not to return, you will pay only for the classes that your child attended. The balance will be refunded to you as soon as possible. After the third class, there are **NO REFUNDS**.

Summer Programs and Master Classes: Cancellation notice must be received by Danspace two weeks prior to the first day of class (14 days), in order to receive a refund of deposit or tuition.

Visiting Day is the first class of every other month, the visiting day schedule is available on our website. It is an opportunity for you to observe class and for the children to share what they have been learning. We ask that you support the children and the teachers by not remaining in the foyer except on Visiting Day. Exceptions are made for the first few classes for very young children. Visiting “dignitaries” such as Grandparents may visit any class by prior appointment.

Missed Classes may be made up in any appropriate class while the child is fully enrolled in the school. Advanced notice of at least 24 hrs. is required. Classes are not transferable. There can be no adjustment to tuition for classes missed. Three makeups are permitted per semester. **NO MAKEUP CLASSES DURING THE LAST THREE WEEKS OF THE SESSION.**

Thank you for telling us how you learned about Danspace: _____

I, _____, parent/guardian responsible for payment of tuition, have read and agree to all the Danspace policies set forth on it’s website and in printed materials.

Signature _____ **Date** _____

For office use only

Last updated 2/17/2011

Actual start date _____ class _____ day _____ time _____

Tuition _____ received _____ (date) _____ check # _____

invoiced _____ by _____ Balance due _____